

Memorandum

To : Honorable Jerome E. Horton, Chairman
Honorable Michelle Steel, Vice Chair
Honorable Betty T. Yee, First District
Senator George Runner (Ret.), Second District
Honorable John Chiang, State Controller

Date: December 6, 2011

From : Jeffrey L. McGuire, Deputy Director
Sales and Use Tax Department (MIC 43)

Aimee Simons for Jeffrey L. McGuire

Subject : Board Meeting, December 14-15, 2011
P3-Sales and Use Tax Department's Deputy Director Report
Item 2-Update on the Taxpayer Notice Process

In our efforts to promote communication and transparency between the Sales and Use Tax Department (SUTD) and Board Member offices and to provide Members with an advanced notice of mass mailings to constituents, effective immediately, the current 3-day Member preview process will be expanded to include special notices that are provided to taxpayers and/or to the general public. Under the current process, SUTD provides policy and operations memorandums to your offices for a 3-day preview.

Special notices, which are sent to taxpayers and/or posted on the Board of Equalization's website, generally include information on recent law or regulatory changes, tax rate changes, use tax obligations, and reminders to specific industries or tax practitioners on unique tax situations or industry-specific issues. Additionally, upon Member request, routine account statement notices and billing notices will be forwarded to all Members for a 3-day preview. Such statement and billing notices will not include individual taxpayer information as the preview is intended to allow Members the opportunity to review statement language and directives.

The procedures implemented in April 2011, attached, with respect to facilitating a document's 3-day preview with Member offices and handling Member questions, remain unchanged.

Please let me know if you have questions.

Approved:

Kristine Cazadd

Kristine Cazadd
Executive Director

JLM:thg

Attachments: 3 Day Board Member Preview of Policy and Operational Memos

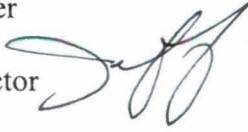
cc: Ms. Regina Evans, Board Member's Office, Fourth District
Mr. Louis Barnett, Board Member's Office, Third District
Mr. Alan LoFaso, Board Member's Office, First District
Mr. Sean Wallentine, Board Member's Office, Second District
Ms. Marcy Jo Mandel, Deputy Controller
Ms. Kristine Cazadd (MIC 73)

Memorandum

To: Honorable Jerome E. Horton, Chairman
Honorable Michelle Steel, Vice Chair
Honorable Betty T. Yee, First District
Senator George Runner, Second District
Honorable John Chiang, Controller

Date: April 21, 2011

From: Jeffrey L. McGuire, Deputy Director
Sales and Use Tax Department




David J. Gau, Deputy Director
Property and Special Taxes Department

Subject: Business Tax and Fee Programs
3-Day Board Member Preview of Policy and Operational Memos

Effective immediately, our departments will be implementing a process to forward all policy and operational memorandums for your preview prior to their finalization. Three full business days will be provided to preview these memorandums. This new procedure will promote better communication and ensure your offices are aware of new departmental policies and procedures before they are implemented. Accordingly, this new procedure should assist your office in being responsive to constituent issues, should they arise, as a result of any new policy or procedure.

3-Day Preview Process

We envision the 3-day preview process to work as follows for all Business Tax and Fee Programs policy and operational memorandums:

- Memorandums will be emailed to your office with a "DRAFT" watermark at the top of all document pages.
- All memorandums and any attachments will be sent in PDF format.
- The email will include a brief summary of the memorandum.
- Three full business days will be provided for preview, not counting the day sent.
- There may be an occasional need to send memorandums out for a 1-day or 2-day rush preview, but these are expected to be infrequent and the reason will be noted.

Procedures for Member Questions

- If no comments or questions are received from Members' offices, we will proceed with finalizing the memorandum for distribution/publishing after the 3-day preview period has ended.
- If there are questions, those should be forwarded back to the originator.
- If there are substantive questions and revisions are necessary to the document, the revised documents will be resent to all Members for a 2-day "re-preview" period.
- If there are substantive questions that cannot be resolved with simple modifications or revision to the document, then the Department head or staff will ask the Member(s) if

they wish to have the matter placed on the Board calendar as an agenda item for full Board discussion.

This new process conforms with the Bagley-Keene Open Meeting Act in that it only provides a preview and does not seek approval of policy and procedure memos and will not involve staff communicating to Members the comments or position of any other Member(s).

It is our goal that this preview process will provide improved transparency between departments and your offices. Please let us know if you have any questions or concerns.

JLM:sb

cc: Ms. Regina Evans
Mr. Louis Barnett (MIC 77)
Mr. Alan LoFaso (MIC 71)
Mr. Sean Wallentine (MIC 78)
Ms. Marcy Jo Mandel
Ms. Kristine Cazadd (MIC 73)